**User Instructions**

1. **REGISTRATION**

To register for an account please contact the website creator by the email provided at the bottom of the homepage who will give you an admin username and password for initial login to the RIMS application

1. **Create/Manage Users**

After initial login you will be presented with a Dashboard with pertinent information and updates to functionality.

On the side bar click create user. This will take you to the user management page where you can create a new user or edit/manage users already in the system

To edit users click the edit button under the action column and you will be presented with a popup allowing you to make necessary changes to the user profile

To delete a user profile click the delete button under the action column to remove a user

1. **Managing Inventory**

To manage inventory click on the sidebar click inventory manager which will take you to the inventory management page

This page allows you to manually enter all items in your inventory allowing you to keep track of how much you are spending by updating inventory and making changes daily

At the bottom of the inventory you will find exactly how many total case are ordered and how much your current daily cost is.